



## Suggested Format for Conducting Area Council Meetings

The following material was designed to assist the Area Council chairperson and executive Secretary in conducting meetings.

One format cannot meet the needs of all Area Councils. Distinction must be made between Councils that meet once or twice a year and those that are able to meet four or more times a year.

The one or two meetings that Councils have each year should follow formats that justify the long distances necessary for the attendance by board members. These meetings will often take the form of all-day sessions with a significant part of the day given to workshops highlighted by a luncheon meeting.

Those Councils which are in close proximity meet more often and formats usually are built around dinner meetings rotated among cities of member Clubs.

SUGGESTED WORKSHOP MEETING FORMAT		SUGGESTED DINNER MEETING FORMAT	
<b>A.M.</b>		<b>P.M.</b>	
9:30 - 10:00      Registration 10:00 - 10:15    Welcome and Introductions 10:15 - 10:30    Keynote address 10:30 - 11:15    Workshop 11:15 - 12:00    Workshop		5:30 - 6:30      Presidents' Meeting or Committee Meetings 6:30 - 7:00      Hospitality <u>During Dinner:</u> 7:00 - 8:00      Invocation Pledge to Flag (if desired) Introductions Minutes Treasurer's Report	
<b>P.M.</b>			
12:30 - 2:00      Luncheon & Program (usually B&GCA speaker and business meeting) 2:15 - 3:00      Workshop 3:00 - 3:45      Workshop or "Cracker Barrel" session 3:45 - 4:00      Closing Remarks		8:00 - 8:15      Report by Chairperson on Presidents' Meeting 8:15 - 8:30      Committee Reports 8:30 - 8:45      Old Business and New Business 9:00 - 9:30      Program Speaker or Panel  9:30 - 9:45      Discussion 10:00              Adjournment	

Workshop format should have a ten-minute talk on a subject followed by discussion.

Variations could have split workshops for large attendance, panel discussions or buzz sessions.

Some workshop meetings may conclude with dinner following a hospitality session. The dinner enables the host Club to turn out a large number of board members and spouses for the occasion and lends itself well to award presentations.